



APPENDIX D: THINGS TO KNOW SHEET

**Weekend Puppy Raiser - THINGS TO KNOW:  
(Institution)**

**1. Specific Rules**

a. Dress Code	Dress appropriately. No short shorts, low tops, tank tops or spaghetti straps
b. Communication Sheet passed to	Put in envelope or put Kelly's name on it and leave in the sign-in book at control. Control to forward to staff/ <b>Not to inmate.</b>
c. Reservations for pick up/drop off	Email Kelly by 3:00 pm on Wednesday. Please ensure that this happens in order to plan accordingly.
d. Pick up /Drop off times	<b>Pickup Friday after 2 pm. Avoid 2:45-3:15 (shift change) and 4:30-5:00 (count). Drop off on weekends needs to be by 8 pm. Also avoid shift change and count time for dropoff. We cannot take or release pups during shift change and count time so plan accordingly. Weekend pickup not before 8 am.</b>
e. Parking	Do not park in the front of the building. Please use the visitor parking.
f. Food (procured from Mentor or delivered with pup)	Council member will get you needed food. Give her advance notice when you are running low, and she will get you more.
g. Medication (can be transferred to WPR)	If medication is sent out, directions should be given on the communication sheet. Medication can go out but cannot come back in.
h. Equipment (can be transferred to WPR)	When pup is ready for gentle leader, he/she will come out with it. Whatever equipment pup comes out with is returned with pup. Do not put anything in the cape.

**2. Reminders for Raisers**

a. Wait time, etc	5-15 minutes depending on your arrival time.
b. Things you may encounter	Count time, shift changes, codes, and visits
c. Misc	Any issues need to be reported directly to NEADS or to liaison. <b>Issues should not be addressed with officers working.</b> Do let the officer know if the dog has eaten or not.

**3. Pick Up/Drop Off times in relation to**

a. Shift changes are	<b>6:50 a.m., 2:50 pm, 10:50 pm</b>
b. Inmate meal schedule	<b>7:45 am, 11:45 am, 4:45 pm</b>

c. Count times are	<b>5:30 am, 7:10 am, 11:15 am, 4:30 pm, 9:30 pm</b>
d. Visiting hours are	<b>Fri. 1-8:30 Sat. letters A-L 9-12 noon/M-Z 12-3 pm Sun. M-Z 9-12 noon/A-L 12-3:00 pm</b>

**4. Liaisons / Off hours Institutional Emergency Contact**

a. Kelly Melendez	978-630-6000 ext 266	Kelly.Melendez@doc.state.ma.us
b. Weekend	Call main number above and they will contact liaison.	
c.		

Revised 2/27/2023